

# 2015 Virginia Department of Education Pupil Transportation Training Schedule

We are pleased to announce the 2015 year classes for the School Bus Driver Instructor Training. This program is provided by the *Virginia Department of Education's Pupil Transportation Services Department*.



- **When and where are the classes?**

See the attached schedule. Detailed information on classes can be viewed via the "School Bus Driver Instructor Certification" application on VDOE's "SSWS" web service site.

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

- **Do I need to bring anything to the class?**

We suggest that you bring a 3 inch 3-ring binder to hold the training guide you will receive. You will also need to bring a photo ID.

- **Are there any requirements?**

Yes! New behind the wheels driver trainers are now required to have maintained a class B CDL for a least two years prior to taking the training class per the following regulation:

*8VAC20-70-411. Driver trainers. Behind-the-wheel driver trainers must meet the requirements of 8VAC20-70-280 and 8VAC20-70-350 and must have maintained a Class B license for two years prior to functioning as a behind-the-wheel driver trainer.*

- **\*\*New Directors / Supervisor Training\*\***

*8VAC20-70-350. Training; in part states:*

*3. New transportation directors/supervisors employed by school divisions shall complete the "Train the Trainer" class conducted by the Department of Education within a year after being employed in this position.*

- **How do I register for the classes?**

Registration must be done through VDOE's "SSWS" web service. Users must have access to the "School Bus Driver Instructor Certification" application in order to complete registration. Please contact your local pupil transportation administration for registration. Registration must be completed by May 29, 2015 <https://p1pe.doe.virginia.gov/ssws/login.page.do>

There is a \$25 non-refundable registration fee for each individual who will be attending the Certification "Train the Trainer" class. A check made payable to "Treasurer of Virginia" should be sent to the Pupil Transportation Services, Department of Education, P.O. Box 2120, Richmond, VA. 23218. There is no fee for those persons attending classes for the purpose of re-certification.

**For Questions Please Contact:**

Jackie Herring, Transportation Specialist  
Virginia Department of Education  
Pupil Transportation Services

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<b><u>START DATE</u></b>	<b><u>LOCATION</u></b>	<b><u>ADDRESS</u></b>	<b><u>END DATE</u></b>	<b><u>CLASS TYPE</u></b>
Monday, June 15 <sup>th</sup>	Montgomery Co. School Board Building	750 Imperial Street, SE Christiansburg, Va. 24073	Thursday, June 18 <sup>th</sup>	Certification
<i>Thursday, June 25<sup>th</sup></i>	<i>Sheraton Hotel &amp; Conference Center</i>	<i>2801 Hershberger Road Roanoke Va. 24017</i>	<i>Friday, June 26<sup>th</sup></i>	<i>*Directors/Supervisors</i>
Tuesday, July 7 <sup>th</sup>	Virginia Beach City Schools	2512 George Mason Drive Virginia Beach, Va. 23456	Thursday, July 9 <sup>th</sup>	Re-certification
Monday, July 13 <sup>th</sup>	Chesterfield Co. Chesterfield Technical Center	10101 Courthouse Rd. Chesterfield, Va. 23832	Thursday, July 16 <sup>th</sup>	Certification
Tuesday, July 21 <sup>st</sup>	Montgomery Co. School Board Building	750 Imperial Street, SE Christiansburg, Va. 24073	Thursday, July 23 <sup>rd</sup>	Re-certification
Tuesday, July 28 <sup>th</sup>	Fairfax Co. Johnnie Forte Jr. Support Center	6800 B Industrial Rd. Springfield, Va. 22151	Thursday, July 30 <sup>th</sup>	Re-certification
Monday, August 3 <sup>rd</sup>	Fairfax Co. Johnnie Forte Jr. Support Center	6800 B Industrial Rd. Springfield, Va. 22151	Thursday, August 6 <sup>th</sup>	Certification
Tuesday, August 11 <sup>th</sup>	Chesterfield Co. Technical Center	10101 Courthouse Rd Chesterfield, Va. 23832	Thursday August 13 <sup>th</sup>	Re-certification
Monday August 24 <sup>th</sup>	Suffolk City Hillpoint Elementary	1101 Hillpoint Blvd. Suffolk Va. 23434	Thursday August 27 <sup>th</sup>	Certification

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